



## ***Defense Travel System***

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# **DTS Phase III Site Live Process Verification for the Defense Travel System**

**Version 1.0**

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## Revision History

Date	Revision Number	Authorization	Revision/Change Description	Page, Section
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# 1 Introduction

At a high level, fielding activities on site can be viewed in terms of several major activities:

- Command Visit
- Business Process
- Set Up
- Live Process Verification (LPV)
- D-Day
- Operational Handoff
- Transition Brief

As indicated by this listing, an LPV is the last chance to check the accuracy and effectiveness of all previous work (particularly “Set Up,” accomplished by the Site) before Site D-Day. As shown in Figure 1-1, an LPV involves a final check of all key processes and interfaces, including DEBX, DADS, CTO connectivity and E-mail.

Briefly, the LPV Phase consists of processing a limited number of Site-appropriate “process verification” documents to ensure proper admin setup has been completed. In the event of errors, the site will need to troubleshoot the system to identify the problems and provide solutions.

A well thought-out LPV Plan, tailored to the Site, is essential to control this activity. The plan must ensure that a comprehensive set of Site-appropriate scenarios is selected and carefully processed with full participation of all parties involved in DTS. The Plan must define and provide for control of a live process verification, which will ensure that admin set up activities, have properly prepared the Site for D-Day.

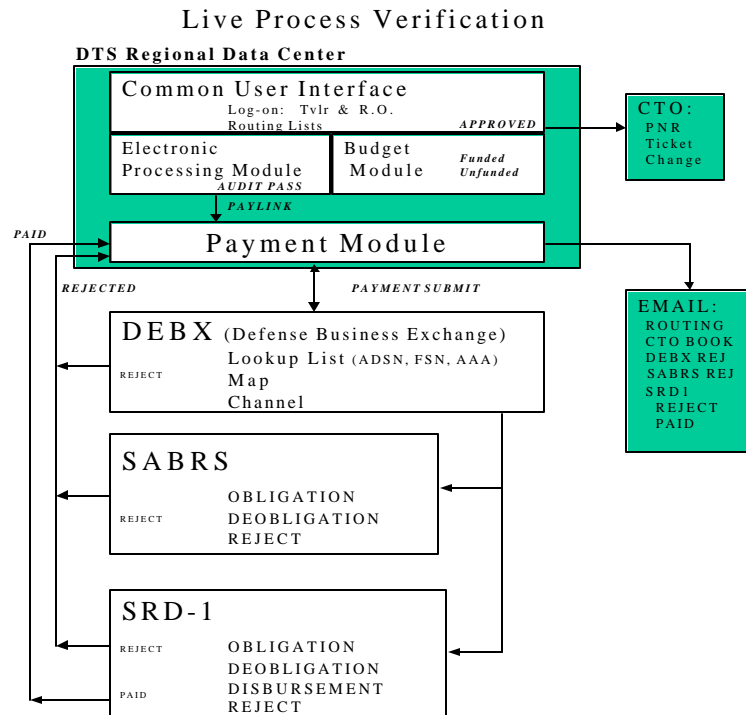
This document presents a sample LPV Plan that must be tailored to the needs of each specific fielding site.

## 1.1 Purpose

The purpose of this plan is to establish the framework for the conduct the Site LPV.

## 1.2 Scope

This plan outlines the general parameters for conducting LPV scenarios. This plan includes detailed scenario definitions. LPV scenarios involve creating travel authorizations using actual users and all interfaces available in full DTS. The scenarios are designed to test key functionality (log on, routing, approval, amendments) and to test each DTS interface. Both good and bad lines of accounting are used to test the obligation and reject process. Actual or zero cost local vouchers are used to verify the disbursing system connectivity. All LPV authorizations are to be cancelled prior to any actual travel so that no tickets are charged, nor obligations remain in the DADS. A scenario tracking system is established to ensure the appropriate final status of all LPV transactions is attained.



*Figure 1 – Live Process Verification (LPV) systems check*

### 1.3 Objectives

The goals of the LPV effort for the organizations involved are to:

- Exercise connectivity from the site to the TRW DTS Regional Data Center (RDC).and the travel agent reservation system - Global Distribution System (GDS).
- Verify log on capability for each ODTA, routing official, and AO.
- Increase the familiarity of users with live DTS functions: LDTA, Help Desk, ODTAs, AOs.
- Exercise each routing list for authorizations (to include cross-organizational routing).
- Exercise the PKI, CTO, DEBX/DADS (obligation, disbursing and reject), and Archive.
- Verify selected LOAs and the site Budget Module setup.

### 1.4 Roles

The Site/LDTA will normally be responsible for planning and organizing the LPV effort. The Service/Agency Lead supports the effort with coordination and technical advise. The participation by ODTAs, Tier II help desk and other personnel is required.

## 1.5 Concept

The LPV encompasses a series of events leading up to an intensive multiple day period of creating actual documents immediately prior to D-Day (the actual start of real, "live" travel using DTS at the site.). The actual DTS software and database are used for the LPV scenarios so care must be exercised to ensure no actual tickets are charged to participant's charge cards and all DADS obligations are reversed at the conclusion of the LPV.

Scenarios are designed to foster a "crawl, walk, run" approach. The sequence of scenarios starts with the itinerary, and then adds the Reservation Module to include both commercial hotel and military locations (with and without BQ lodging). Then DFAS and the Archive scenarios generate transaction processing through the Payment Module. The CTO can be exercised through all major scenario types. A limited number of local vouchers can be processed for disbursements, if acceptable candidates occur.

The Budget/Finance DTA sets up LOAs and Budgets. A budget report will be run immediately prior to the start of the LPV to establish the target baseline for comparison to the final state (after cancellations.) The participants will use their personal profiles, however no charges will be incurred as travel dates will be sufficiently far out to ensure no tickets are issued/charged prior to cancellation. Prior to proceeding, all scenarios are cancelled and a final budget report is run to verify all obligations have been reversed.

### 1.5.1 Connectivity Check Scenarios

The first event is a connectivity channel check to ensure the org setup for the CTO and the DEBX edits for the DADS are correct. Two scenarios will be sent to the CTO (0.1 & 0.2) and two separate scenarios to the DADS (0.3 & 0.4). Both DADS scenarios use a reject LOA that must be pre-coordinated with the FDTA and DADS. Use of the tracking sheet begins with the first document. At the conclusion of the event, the documents are deleted from the database since no obligations have been made.

### 1.5.2 "Pre-LPV" Scenarios

The second event is a confidence building set of scenarios for the key site personnel (LDTA, Help Desk, and key ODTAs) to "pre-check" PKI certs, setup, routing, budgets, and gain familiarity with each major class of trip. The participants exercise a representative sample of LPV scenarios (1.0 thru 5.x). One organization is used (typically the sponsor/LDTA's organization.) A special routing will be established using the participants as authorizing officials. Each participant is assigned to the org, a budget with live and reject LOAs is built, and each of the participants acts as traveler and AO. The Service/Agency representative and LDTA should complete the "Pre-Check List" prior to beginning.

**Note:** To act as an AO, participants must have met the appropriate finance requirements for certifying officer training, and the appropriate documents must be maintained and reported to DFAS.

### 1.5.3 Main LPV Scenarios

The main event occurs when the ODTAs initiate LPV documents for processing in their actual organizations, and engage the actual AOs in processing LPV documents. Each Organization DTA will generate documents in their organization and exercise each routing list using two scenarios: (6.1) a typical travel authorization using commercial arrangements, and (6.2) one using BQ lodging. The Service/Agency representative will assist and track each scenario to completion in close coordination with DFAS and the CTO.

**Note:** To act as an AO, participants must have met the appropriate finance requirements for certifying officer training, and the appropriate documents must be maintained and reported to DFAS.

### 1.5.4 Recovery and Reset

The final event is recovery. Prior to completing the LPVs, all scenarios must be cancelled. The cancellation of all reservations is confirmed with the CTO and a final budget report is run to verify all obligations have been reversed. The DTA then requests the T3 Help Desk to delete all documents that did not get approved prior to cancellation. (These are not official documents, as they have no TA Number.) Approved TAs cannot be deleted, however, those never approved can be deleted from the database to clean up the ODTAs list of documents.

## 1.6 Status of Interfaces

For the LPV period:

- PKI – on automatically to support live DTS production.
- PNR-G – used for specific scenarios. LDTA/Transportation Officer maintains constant communication with CTO to ensure prompt booking and cancellation.
- DFAS – monitor transactions and advise of results.
- ARCHIVE – accept LPV TA cancellations of approved TAs. The Service/Agency representative can access the ARCHIVE to confirm posting.
- Coordination: The LDTA must coordinate the LPV Plan and establish a POC at the DADS/DFAS and CTO. The organization resource manager can assist with the DADS/DFAS POC; likewise the Transportation Officer can assist with the CTO POC. The Service/Agency representative is also a useful resource.

## 1.7 Scenarios

See Appendix A for the LPV Scenarios Summary Table.

See Appendix B for the Scenario Detail Sheets

See Appendix C for the Tracking Sheet.

## 1.8 Checklists

Appendix D – Checklists

## 1.9 Sample Timeline

**Note:** “R-Day” is defined as “Ready for LPV” Day.

R-12	Wednesday	PROD Ready / LDTA verify DADS and CTO ready with Service/Agency representative
R-11	Thursday	Conduct connectivity check - 4 scenarios (CTO No. 0.1 & 0.2 and DFAS0.3 & 0.4)
R-7	Monday	IPR to review results.

R-4	Thursday	LPV Coordination / Kick-off Meeting (DTAs, Service/Agency representative)
R-Day	Monday	Complete "Pre-Checklist" (Service/Agency representative /LDTA) Initiate pre-check LPV scenarios by DTA/ODTA"
R+1	Tuesday	LDTA complete pre-check LPV scenarios
R+2	Wednesday	Complete "Main Checklist" ODTAs create & sign documents for routing officials
R+3	Thursday	Routing Officials have CO letters done Routing Officials complete organization LPV scenarios
R+8	Monday	Complete "Post Checklist" Request specific documents be deleted by T3HD

.



# **APPENDIX A**

## **Phase III Site LPV Scenarios Summary Table**

## Appendix A – Live Process Verification Scenarios Summary Table

Note: C = Created, S = Signed, CXL = Cancelled

No.	Description	TVL	Itinerary	Reservation Module				AO Action	Final Action	Remarks
				Air	Hotel	Rental	Rail			
0.0	Connectivity Check Internal TRW org (new CTO, new DADS)									
0.1	CTO- air only	C/S	Denver	YES	NO	NO	NO	CXL		No DADS obligation
0.2	CTO - air, hotel, rental	C/S	Denver	YES	YES	YES	NO	CXL		No DADS obligation
0.3	DADS - reject LOA	C/S	Denver	NO	NO	NO	NO	APPROVE	DELETE	No CTO
0.4	DADS - reject LOA	C/S	Denver	NO	NO	NO	NO	APPROVE	DELETE	No CTO
1.	Pre-Check: RL & DTA Confidence Builder									Special ODTA RL No PNR-G / No DFAS
1.1	Initial RL check	C/S	Denver	NO	NO	NO	NO	RETURN	T – ADJUST AO - CXL	Repeat for each ODTA
1.2	RL - AO CXL	C/S	Denver	NO	NO	NO	NO	CXL		Repeat for each ODTA
2.0	Pre-Check: CTO & DTA Confidence Builder									Special ODTA RL No DFAS
2.3	Air / Hotel to Military Loc	C/S	AF Loc.	DEN	Comm (BQ)	NO	NO	CXL		CTO simulates BQ Repeat for each ODTA
2.4	Air / Hotel / Rental	C/S	Denver	DEN	Comm	YES	NO	CXL		Repeat for each ODTA
				Air	Hotel	Rental	Rail			
3.0	Pre-Check: DFAS, CTO (commercial), DTA									Special ODTA RL
3.1.1	DFAS OB for CBA	C/S	Denver	NO	NO	NO	NO	Approve	AO - CXL	use ticket trans for manual entry

No.	Description	TVL	Itinerary	Reservation Module				AO Action	Final Action	Remarks
				Air	Hotel	Rental	Rail			
3.1.2	DFAS OB for IBA	C/S	Denver	NO	NO	NO	NO	Approve	AO - CXL	use ticket trans for manual entry
3.5.2	Bad LOA / Reject	C/S	Denver	DEN	NO	NO	NO	Approve	Reject	Budget DTA must have bad LOA/budget item. See 3.5.2
3.9	Local Voucher (live) of Travel	C/S						Approve	PAID Stamp	If available, use actual. Fin, verify prior to App.
3.9.1	Local Voucher (zero cost) of Travel	C/S						Approve	PAID Stamp	
6.0	Organization Checks									Actual RL

# **APPENDIX B**

## **Scenario Detail Sheets**

## Appendix B: Scenario Detail Sheets

LPV Scenario No. 0-1

Purpose: Connectivity check to CTO and no DADS. Run in special TRW org / routing list.  
Involves air only, AO cancels prior to approval.

Name: <INSERT>\_\_\_\_\_

Itinerary:

Trip Purpose	_F- Special Mission
Trip Type	_AA-Routine
Dates	_<INSERT>
Location/Destination	__<INSERT>

Reservation Module:

Air	Yes / No (incl. return flight)
	CAT-B_No

Hotel	Yes / No
	BQ No

Rental Car	Yes / No
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Ticket Trans - review only

Lodging / M&IE - review only

Expenses – None, or include following as needed: mileage to airport (round trip), taxi to hotel, hotel room tax, hotel sales tax, gas for rental car

Accounts - select LOA \_use special reject LOA provided BY <INSERT>.

Stamp document using SIGNED

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CTO receives, processes air request, returns to outbound queue  
AO should receive the document, pre-audit / review it, and close R&R  
AO initiates adjustment, with comment to CTO in air segment to cancel, stamps SIGNED  
AO opens in R&R, stamps it CANCELLED  
CTO confirms reservations are cancelled  
No further action

## LPV Scenario No. 0-2

Purpose: Connectivity check to CTO and no DADS. Run in special TRW org / routing list.  
Involves typical business trip: travel to city, air, commercial hotel, rental car request. AO cancels prior to approval.

Name: <INSERT>\_\_\_\_\_

## Itinerary:

Trip Purpose	_F- Special Mission
Trip Type	_AA-Routine
Dates	_<INSERT>
Location/Destination	__<INSERT>

## Reservation Module:

Air     Yes / No (incl. return flight)  
       CAT-B\_No

Hotel   Yes / No  
       BQ No

Rental Car     Yes

Ticket Trans - review only

Lodging / M&IE - review only, do not change duty conditions

Expenses - Include following as needed: mileage to airport (round trip), taxi to hotel, hotel room tax, hotel sales tax, gas for rental car

Accounts - select LOA \_special reject LOA provided by <INSERT>

Stamp document using SIGNED

---

CTO receives, processes PNR request, returns to outbound queue  
AO should receive the document, pre-audit / review it, and close R&R  
AO initiates adjustment, with comment to CTO in air segment to cancel, stamps SIGNED  
AO opens in R&R, stamps it CANCELLED  
CTO confirms reservations are cancelled  
No further action

## LPV Scenario No. 0-3

Purpose: Connectivity check thru DEBX to DFAS, with LOA reject (so there is no obligation), and no CTO. Run in special TRW org / routing list. Involves no Reservation Module entries, but manual entry of CBA air ticket. TRW DTA/AO approves with bad LOA, DFAS confirms reject, TRW DTA deletes document.

Name: <INSERT>

## Itinerary:

Trip Purpose	_F- Special Mission
Trip Type	_AA-Routine
Dates	_<INSERT>
Location/Destination	__<INSERT>

## Reservation Module:

Air	No
	CAT-B_No
Hotel	No
	BQ No
Rental Car	No

Ticket Trans - make a manual flight entry paid for with a CBA: Type-CPC, Ticket No. See Ticket No.1>, Dep Date - 08/25/01, Carrier - UA, Depart From - Rapid City, Arrive At: Denver, Contract Fare - \$400.00, Contract Carrier - UA, Ticket Value - \$400.00, Cost - \$400.00, Description (should show Air Fare (GOVCC-C)), Class - YCA,

Lodging / M&IE - review only, do not change duty conditions

Expenses - Include following as needed: mileage to airport (round trip), taxi to hotel, hotel room tax, hotel sales tax, gas for rental car

Accounts - select LOA \_use reject LOA provided by <INSERT>

Stamp document using SIGNED

---

AO/TRW DTA should receive the document, pre-audit, and stamp APPROVED  
DFAS confirms reject (605-385-6033)  
TRW DTA deletes document  
No further action

## LPV Scenario No. 0-4

Purpose: Second connectivity check thru DEBX to DFAS, with LOA reject (so there is no obligation), and no CTO. Run in special TRW org / routing list. Involves no Reservation Module entries. TRW DTA/AO approves with bad LOA, DFAS confirms reject.

Name: <INSERT>

## Itinerary:

Trip Purpose	_F- Special Mission
Trip Type	_AA-Routine
Dates	_<INSERT>
Location/Destination	__<INSERT>

## Reservation Module:

Air	No
	CAT-B_No
Hotel	No
	BQ No
Rental Car	No

Ticket Trans - make a manual flight entry paid for with a manually entered IBA: Type-CP, Ticket No. ,See Ticket No.1, Dep Date - 08/25/01, Carrier - UA, Depart From - Rapid City, Arrive At: Denver, Contract Fare - \$400.00, Contract Carrier - UA, Ticket Value - \$400.00, Cost - \$400.00, Description (should show Air Fare (GOVCC-I)), Class - YCA,

Lodging / M&IE - review only, do not change duty conditions

Expenses -

Accounts - select LOA \_use reject LOA provided by <INSERT>

Stamp document using SIGNED

---

AO/TRW DTA should receive the document, pre-audit, and stamp APPROVED  
DFAS confirms reject (605-385-6033)  
TRW DTA deletes document  
No further action



## LPV Scenario No. 1-1

Purpose: Initial routing list check; involves no CTO and no DADS. Run in special routing list for practice period. AO returns without approval, opens in Doc Prep and cancels.

Name: <INSERT>

EAFBxxxyzz (xx = PS for practice, or squadron identifier - 37, SS, SV, ST / yy. = scenario number - no spaces, dots, dashes)

## Itinerary:

Trip Purpose	_F- Special Mission
Trip Type	_AA-Routine
Dates	_<INSERT>
Location/Destination	__<INSERT>

Reservation Module: do not use! (optional for some scenarios)

Air     Yes / No (Incl return flight)  
       CAT-B\_No

Hotel   Yes / No  
       BQ No

Rental Car     Yes / No

Ticket Trans - review only enter GP for departure and return dates

Lodging / M&IE - review only indicate group travel for dep and return days, field duty for others.

Expenses - None Include following as needed: mileage to airport (round trip), taxi to hotel, hotel room tax, hotel sales tax, gas for rental car

Accounts - select LOA \_see the board for instructions\_\_\_\_\_  
Stamp document using SIGNED, REVIEWED, APPROVED, CANCELED

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AO should receive the document, review / pre-audit, and stamp it RETURNED

AO Should then open up in Doc Prep and stamp CANCELLED

No further action

## LPV Scenario No. 1-2

Purpose: Initial routing list check; involves no CTO and no DADS. Run in special routing list for practice period. AO cancels prior to approval.

Name: <INSERT>

EAFBxxxyzz (xx = PS for practice, or squadron identifier - 37, SS, SV, ST / yy. = scenario number - no spaces, dots, dashes)

## Itinerary:

Trip Purpose	_F- Special Mission
Trip Type	_AA-Routine
Dates	_<INSERT>
Location/Destination	__<INSERT>

Reservation Module: do not use! (optional for some scenarios)

Air      Yes / No (incl. return flight)  
CAT-B\_No

Hotel    Yes / No  
BQ No

Rental Car      Yes / No

Ticket Trans - review only enter GP for departure and return dates

Lodging / M&IE - review only indicate group travel for dep and return days, field duty for others.

Expenses - None Include following as needed: mileage to airport (round trip), taxi to hotel, hotel room tax, hotel sales tax, gas for rental car

Accounts - select LOA \_see the board for instructions\_\_\_\_\_

Verify total cost is zero, do not sign otherwise.

Stamp document using SIGNED, REVIEWED, APPROVED, CANCELED

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AO should receive the document, and stamp it CANCELLED

No further action

## LPV Scenario No. 2-3

Purpose: Initial CTO check and no DADS. Run in special routing list for practice period.  
Involves travel to military base with air and hotel (CTO changes to simulated BQ), AO cancels prior to approval.

Name <INSERT>

## Itinerary:

Trip Purpose           \_F- Special Mission  
Trip Type               \_AA-Routine  
Dates                    \_<INSERT>  
Location/Destination   \_\_<INSERT>

## Reservation Module:

Air       Yes / No (incl. return flight)  
          CAT-B\_No  
  
Hotel    Yes / No  
          BQ - CTO changes hotel to simulated BQ  
  
Rental Car       Yes / No

Ticket Trans - review only

Lodging / M&IE - review

Expenses - None Include following as needed: mileage to airport (round trip), taxi to hotel, hotel room tax, hotel sales tax, gas for rental car

Accounts - select LOA \_see the board for instructions\_\_\_\_\_

Stamp document using SIGNED, REVIEWED, APPROVED, CANCELED

CTO receives, makes reservations, outbound queue

AO should receive the document, pre-audit / review it, and then the AO should create an adjustment and request the CTO cancel the reservations. AO should stamp the document with the SIGNED STAMP.

The CTO receives the document and cancels the reservations including the confirmation numbers if possible.

The AO confirms the reservations were cancelled and then STAMPS the document CANCELLED.

No further action

## LPV Scenario No. 2-4

Purpose: Initial CTO check and no DADS. Run in special routing list for practice period.  
Involves typical business trip: travel to city, air, commercial hotel, and rental car request. AO  
cancels prior to approval.

Name: <INSERT>

EAFBxxxyzz (xx = PS for practice, or squadron identifier - 37, SS, SV, ST / yy. = scenario  
number - no spaces, dots, dashes)

## Itinerary:

Trip Purpose	_F- Special Mission
Trip Type	_AA-Routine
Dates	_<INSERT>
Location/Destination	__<INSERT>

## Reservation Module:

Air	Yes / No (incl. return flight)
CAT-B	_No

Hotel	Yes / No
BQ	No

Rental Car	Yes
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Ticket Trans - review only

Lodging / M&IE - review only, do not change duty conditions

Expenses - Include following as needed: mileage to airport (round trip), taxi to hotel, hotel room  
tax, hotel sales tax, gas for rental car

Accounts - select LOA \_see the board for instructions\_\_\_\_\_

Stamp document using SIGNED, REVIEWED, APPROVED, CANCELED

CTO receives, makes reservations, outbound queue

AO should receive the document, pre-audit / review it, then the AO should create an adjustment  
requesting the CTO to cancel the reservations and STAMP the document with the SIGNED  
STAMP.

The CTO cancels the reservations and includes the confirmation numbers if available.

The AO confirms the reservations are cancelled.

The AO STAMPS the document cancelled.

No further action

## LPV Scenario No. 3-1-1

Purpose: Initial DFAS check and no CTO. Run in special routing list for practice period. Involves no Reservation Module entries, but does have a manual CBA air ticket. AO approves, DFAS confirms receipt, then AO cancels, DFAS confirms deobligation.

Name: <INSERT>

EAFBxxyyzz (xx = PS for practice, or squadron identifier - 37, SS, SV, ST / yy. = scenario number - no spaces, dots, dashes)

## Itinerary:

Trip Purpose	_F- Special Mission
Trip Type	_AA-Routine
Dates	<INSERT>
Location/Destination	<INSERT>

## Reservation Module:

Air	No
	CAT-B_No
Hotel	N
	BQ No
Rental Car	No

Ticket Trans - make a manual flight entry paid for with a CBA: Type-CPC, Ticket No. , See Ticket No.1>, Dep Date - 08/25/01, Carrier - UA, Depart From - Rapid City, Arrive At: Denver, Contract Fare - \$400.00, Contract Carrier - UA, Ticket Value - \$400.00, Cost - \$400.00, Description (should show Air Fare (GOVCC-C)), Class - YCA,

Lodging / M&IE - review only, do not change duty conditions

Expenses - Include following as needed: mileage to airport (round trip), taxi to hotel, hotel room tax, hotel sales tax, gas for rental car

Accounts - select LOA \_see the board for instructions\_\_\_\_\_

Stamp document using SIGNED, REVIEWED, APPROVED, CANCELED

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AO should receive the document, pre-audit / review it, and stamp it APPROVED  
DFAS confirms receipt (605-385-6033)  
AO opens document and stamps CANCELLED  
DFAS confirms deobligation

## LPV Scenario No. 3-1-2

Purpose: Initial DFAS check and no CTO. Run in special routing list for practice period. Involves no Reservation Module entries, but does have a manual IBA air ticket. AO approves, DFAS confirms receipt, then AO cancels, DFAS confirms deobligation.

Name: <INSERT>\_\_\_\_\_

EAFBxxyyzz (xx = PS for practice, or squadron identifier - 37, SS, SV, ST / yy. = scenario number - no spaces, dots, dashes)

## Itinerary:

Trip Purpose	_F- Special Mission
Trip Type	_AA-Routine
Dates	__<INSERT>
Location/Destination	__<INSERT>

## Reservation Module:

Air	No
	CAT-B_No

Hotel	No
	BQ No

Rental Car	No
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Ticket Trans - make a manual flight entry paid for with a IBA: Type-CP, Ticket No. ,See Ticket No.1>, Dep Date - 08/25/01, Carrier - UA, Depart From - Rapid City, Arrive At: Denver, Contract Fare - \$400.00, Contract Carrier - UA, Ticket Value - \$400.00, Cost - \$400.00, Description (should show Air Fare (GOVCC-I)), Class - YCA,

Lodging / M&IE - review only, do not change duty conditions

Expenses - Include following as needed: mileage to airport (round trip), taxi to hotel, hotel room tax, hotel sales tax, gas for rental car

Accounts - select LOA \_see the board for instructions\_\_\_\_\_

Stamp document using SIGNED, REVIEWED, APPROVED, CANCELED

---

AO should receive the document, pre-audit / review it, and stamp it APPROVED  
DFAS confirms receipt (605-385-6033)  
AO opens document and stamps CANCELLED  
DFAS confirms deobligation

## LPV Scenario No. 3-52&amp;3

Purpose: Initial DFAS check, with LOA reject, amendment, and no CTO. Run in special routing list for practice period. Involves no Reservation Module entries, but does have manual entry for CBA air ticket. AO approves with bad LOA, DFAS confirms reject, then Traveler amends by changing LOA, AO approves, DFAS confirms correct obligation, AO cancels, DFAS confirms deobligation.

Name: <INSERT>

## Itinerary:

Trip Purpose	_F- Special Mission
Trip Type	_AA-Routine
Dates	<INSERT>
Location/Destination	<INSERT>

## Reservation Module:

Air	No
	CAT-B_No
Hotel	No
	BQ No
Rental Car	No

Ticket Trans - make a manual flight entry paid for with a CBA: Type-CPC, Ticket No. , See Ticket No.1>, Dep Date - 08/25/01, Carrier - UA, Depart From - Rapid City, Arrive At: Denver, Contract Fare - \$400.00, Contract Carrier - UA, Ticket Value - \$400.00, Cost - \$400.00, Description (should show Air Fare (GOVCC-C)), Class - YCA,

Lodging / M&IE - review only, do not change duty conditions

Expenses - Include following as needed: mileage to airport (round trip), taxi to hotel, hotel room tax, hotel sales tax, gas for rental car

Accounts - select LOA \_see the board for instructions (use bad LOA for original document. Stamp document using SIGNED, REVIEWED, APPROVED, CANCELED

---

AO should receive the document, pre-audit / review it, and stamp it APPROVED  
DFAS confirms reject (605-385-6033)  
Traveler amends by correcting bad LOA  
AO stamps APPROVED  
DFAS confirms correct obligation  
AO opens document and stamps CANCELLED  
DFAS confirms deobligation

## LPV Scenario No. 3-9

Purpose: Local voucher (live) to check disbursing channels through DEBX to DADS. Complete real local voucher, using DGE (LDTA/ODTA) to complete. Run in squadron routing list. Involves no Reservation Module entries. AO approves, DFAS confirms receipt, DTA confirms PAID Stamp received in doc history.

Name: <INSERT>

Stamp document using SIGNED, REVIEWED, APPROVED, CANCELED

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AO should receive the document, pre-audit / review it, and stamp it APPROVED

DFAS confirms receipt (605-385-6033)

DTA confirms PAID stamp.



## LPV Scenario No. 3-9-1

Purpose: Local voucher (zero cost live) to check disbursing channels through DEBX to DADS. Complete real local voucher at no cost, using DGE (LDTA/ODTA) to complete. Run in squadron routing list. Involves no Reservation Module entries. AO approves, DFAS confirms receipt, DTA confirms PAID Stamp received in doc history.

Name: <INSERT>

Stamp document using SIGNED, REVIEWED, APPROVED, CANCELED

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AO should receive the document, pre-audit / review it, and stamp it APPROVED.

DFAS confirms receipt (605-385-6033)

DTA confirms PAID stamp.

# **APPENDIX C**

## **Tracking Sheet**

## Appendix C – Tracking Sheet



"Tracking Sheet.xls"

# **APPENDIX D**

## **Checklists**

## Appendix D – Checklists

### Person Responsible

### “Connectivity Check” Checklist

S/A Rep	Is the DADS prepared to accept transactions?
LDTA	Has the DADS identified the bad LOA to use for LPV scenarios?
S/A Rep	Is the DEBX list updated for the new ADSN/FSN/AAA for the site?
TO	Is the CTO prepared to accept PNRs?
LDTA	Is the tracking sheet ready?
LDTA	Run the connectivity scenarios

### Pre-LPV Checklist

LDTA	Has the connectivity check been completed?
S/A Rep	Is the Archive ready to accept transactions?
LDTA	Have the pre-LPV participants been identified (LDTA, ODTA, HD)?
LDTA	Has there been a kick-off meeting?
LDTA	Is the software approved for loading on the site LAN / PCs?
LDTA	Is the software loaded on the PCs?
LDTA	Are the participants Certifying Officer letters been sent to DFAS?
LDTA	Have the scenarios been selected and tailored to the site?
LDTA	Is the tracking sheet ready?
FDTS	Has the pre-LPV org been identified and good/bad LOA and budgets been established?
LDTA	Has the pre-LPV routing list been created listing all participants as an AO?
LDTA	Do all the participants have traveler and user profiles?
LDTA	Have all the participants been assigned to the pre-LPV org and the routing list in traveler table?
LDTA	Have all the participants tried to log on?
LDTA	Has a single no cost document been run to verify routing and budget setup?
LDTA	Are the scenario detail sheets ready with LOA, and dates indicated?
LDTA	Is the tracker person ready?
LDTA	Run a budget report for both LOAs to use to establish baseline.

### At the Start

LDTA	Are all participants present with a PC?
LDTA	Has each participant verified their personal profile?
LDTA	Has each participant logged on?
ALL	Begin scenarios pre-LPV

**Person Responsible****Main LPV Checklist**

LDTA	Have all pre-LPV scenarios been complete?
LDTA	Are all LOAs and budgets to be used been identified and established (use same one in each org)?
LDTA	Run a budget report for both LOAs to use to establish baseline.
LDTA	Has the LDTA returned each pre-LPV participant to their correct org and routing list in the person table?
LDTA	Has the LDTA deleted the pre-LPV routing list?
LDTA	Has each pre-LPV participant (ODTA, HD) verified their personal profile in traveler table and user table?
LDTA	Has each main LPV participant in each org (ODTA, routing official) done a practice log on to DTS?
LDTA	Has each participant verified their personal profile?
LDTA	Are the scenario detail sheets ready with dates and LOA to use indicated?
LDTA	Is the tracking sheet and tracker person ready?
ALL	Begin scenarios.

**Person Responsible****Post LPV Checklist**

LDTA	Are all scenarios completed / cancelled?
LDTA/TO	Has the CTO confirmed that all arrangements have been cancelled?
LDTA	Run a budget report to confirm that all LOAs are returned to original balance.
LDTA	Has DFAS confirmed that all transactions have been reversed to zero?
LDTA	Delete any bad LOAs
LDTA	Request T3 Help Desk delete documents in accordance with tracking sheet
S/A Rep	Confirm with Archive and record results